

**Government-issued photo identification for applicant(s)**

- Driver's license, state-issued ID, or U.S. passport

**Income information for all adult household members (18 years or older) if applicant self-attests to LMI (One of the following):**

- 2016 or 2017 tax returns (1040) signed and submitted
  - If 2017 tax return has not been filed, applicant may submit 2017 W2.
- Salary/wage: (last 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment)
- Benefits: social security or disability, retirement, SSA, TANF, pension, or annuity (current letter of benefits should include benefit amount)
- Unemployment income: current letter of benefits or printouts (should include benefit amount)

**Proof of disability (if a household member is disabled) (One of the following):**

- Mobility-impaired ID card
- Letter from doctor stating homeowner qualifies as disabled
- Verification of Disability form (request form from case manager)
- Letter showing Social Security Disability Insurance

**Proof of ownership**

*If we are unable to verify ownership per the 2016 tax rolls, you may be required to provide one (1) of the following:*

- Property tax records
- Warranty deed
- Fee simple title
- 99-year leasehold interest as the lessee
- Life estate/Trusts/Usufruct
- Court order/Judgment/Succession/Affidavit of Small Estates
- Proof of mortgage - *(Can only be used in conjunction with other ownership documents - must be dated at the time of the storm)*
- Act of Donation

**Proof of primary residency/occupancy**

*If a homeowner has a homestead tax exemption for the 2016 tax year, it is not necessary to provide additional documentation as proof of occupancy/primary residency. If not:*

All records must be from the month preceding or month of the flood event for which the homeowner is applying for assistance (March or August 2016) and must match the name and damaged property address on the RLHP application.

*Acceptable documentation includes one of the following:*

- 2016 tax records demonstrating homestead exemption for the property of application
- Copy of utility bill (electric, gas, water, trash, sewage, cable or landline phone bill) showing sufficient usage
- Letter from electric, gas, water, sewage, cable or landline phone company attesting to sufficient usage
- Voter registration records
- Copy of credit card bill
- Bank statement
- Homeowner's insurance policy (declarations page)

**Proof of clear title**

- If property has any existing liens or mortgages, please provide documents showing that these have been closed out if possible.

**DOCUMENTS THAT MAY BE REQUIRED AT CLOSING**

- Government-Issued ID for Owner/Occupants
- Proof of Current Flood Insurance and elevation certificate (applicants moving to SFHA in elevated home)
- Escrow Check for Applicants with Homeowner Responsibility
- Power of Attorney if applicable
- Completion of Program Forms